

	Montana Mental Health Nursing Care Center Policy Manual		Policy Number	704
			Original Date	05/16/1983
	Department: Food Services		Revised Date	10/09/2014
	New Admissions and Diet Changes			

POLICY:

The Food Service Department will have a uniform method of receiving new diet orders from Nursing Services.

PROCEDURE:

1. Diets for New Admissions:
 - A. Nursing Services will use a written Diet Order Slip to transmit the name and diet order for all new residents on admission prior to the meal time.
 - B. The diet order will be placed in a folder on the Diet Board at the entrance to the kitchen.
2. Diet Changes
 - A. Nursing Service will transmit the diet order change to the Food Service Department using the Diet Order Slip, appointments, absences, medical tests (NPO) and/or death.
 - B. Diet Change Orders will be posted in the folder on the Diet Board located at the entrance to the kitchen.
 - C. The Food Service Supervisor will transfer the order to the diet tally board and the diet tally lists.
 - D. The Food Service Supervisor will note the change on the resident's meal card.
 - E. Nursing Service will use the Liberalized Diet Plan Guidelines approved by the Physician and Administration Department for appropriate diet needs.